

City of Fort Worth, Texas Job Description

Classification Title	Property Control Supervisor		
Job Code:	PR2111	Job Family:	Professional
Pay Grade	608	Date Reviewed:	07/15/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for performing a variety of technical duties related to the receipt, storage, protection, delivery, release and disposition of property or evidence. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing property and evidence control services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned property control programs, service delivery methods and procedures; and works with employees on the continuous improvement of assigned services.
5. Performs the more technical and complex tasks of the work unit. Conducts safety inspections; monitors the operation of alarm systems; and ensures proper security of evidence and property.
6. Oversees the receipt, documentation, processing and storage of evidence and other property; and assigns control numbers and storage locations to property and evidence.

7. Ensures compliance with applicable rules and regulations governing the release of property and evidence to crime lab, courts, the public or various law enforcement agencies.
8. Determines the final disposition of property and evidence; prepares appropriate paper work for disposal; removes property from storage location; and prepares for the destroying, donation or auctioning of property.
9. Participates in the development and administration of the property and evidence control program budget; submits budget recommendations; and monitors expenditures.
10. Responds to Public Information Requests, Court Expunctions and requests for information from Risk Management.
11. Prepares analytical and statistical reports on operations and activities.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Operations, services and activities of an evidence and property control program.
 - Principles, procedures, methods and techniques used in preserving and storing evidence.
 - Principles of supervision, training and performance evaluation.
 - Modern and complex principles and practices related to the disposition or release of evidence.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Principles and procedures of record keeping.
 - Principles of business letter writing and basic report preparation.
 - Modern office procedures, methods and computer equipment.
 - State law and ordinances governing towing and storage of vehicles.
 - Records retention guidelines.
 - Court system.
 - Auction procedures.
- Skill in:
 - Computers and applicable software.
 - Organization, time management, and prioritization.
 - Interpersonal relations.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, select, organize and review the work of subordinate employees.
 - Oversee the receipt, documentation, processing and storage of evidence and other property.

- Ensure compliance with applicable rules and regulations governing the release of property and evidence.
- Determine the final disposition of property and evidence.
- Ensure proper security of evidence and property.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS diploma/GED supplemented with specialized training in accounting, inventory management, property control related to criminal justice procedures and/or warehouse operations and three years of property and evidence control experience, including one year of administrative or lead supervisory responsibility.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.